

UNITED STATES GOVERNMENT
INTERAGENCY AGREEMENT (IAA)
Agreement Between Federal Agencies
General Terms & Conditions (GT&C) Section



IAA Number FY19-GSA-FOIA 0000
GT&C # Order # Amendment # / Mod #

DEPARTMENT AND/OR AGENCY

1.	Requesting Agency of Products / Services	Servicing Agency Providing Products / Services
Name	General Services Administration, Office of Administrative Services	Environmental Protection Agency
Address	1800 F Street, NW Washington, DC 20405	1200 Pennsylvania Ave., NW Washington, DC 20460

2. Servicing Agency Tracking Number (Optional) : _____

3. Assisted Acquisition Agreement ☐ Yes ☒ No

4. GT&C Action (Check action being taken)
☒ **New**
☐ **Amendment** - Complete only the GT&C blocks being changed and explain the changes being made.
☐ **Cancellation** - Provide a brief explanation for the IAA cancellation and complete the effective End Date.

5. Agreement Period Start Date 10/01/2018 End Date 09/30/2019 of IAA or effective cancellation date
MM-DD-YYYY MM-DD-YYYY

6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received
☒ Yes If **Yes**, this is an: Annual Renewal ☒
Other Renewal ☐ State the other renewal period: _____
☐ No

7. Agreement Type (Check One) ☒ Single Order IAA ☐ Multiple Order IAA

8. Are Advance Payments Allowed for this IAA (Check One) ☐ Yes ☒ No
If **Yes** is checked, enter Requesting Agency's Statutory Authority Title and Citation

Note: Specific advance amounts will be captured on each related order.

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9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount)

(Optional for assisted Acquisitions)

Direct Cost	\$66,765.00
Overhead Fees & Charges	\$0.00
Total Estimated Amount	\$66,765.00

Provide a general explanation of the Overhead Fees and Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund

☐

Revolving Fund

☐

Working Capital Fund

☐

Economy Act (31
U.S.C. 1535 / FAR 17.5)

☒

Other Authority

☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

Franchise Fund

☐

Revolving Fund

☐

Working Capital Fund

☐

Economy Act (31
U.S.C. 1535 / FAR 17.5)

☒

Other Authority

☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or List Attachments that support Requesting Agency's Scope.)

See attached Memorandum of Agreement (MOA). The purpose of the MOA between the U.S. General Services Administration (GSA) and the U.S. Environmental Protection Agency (EPA) is to outline the terms for GSA's use of the Freedom of Information Act (FOIA Online) and identify associated EPA and GSA responsibilities. FOIA Online, a subsystem of the Federal Docket Management System (FDMS), fulfills the tracking and reporting requirements under the Freedom of Information Act.

12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)

The Service Provider will provide program management and furnish the services shown in the Charges and Fees (box 9). The Service Provider will provide the services listed in the attached scope of work (box 11) using EPA in house technical expertise and/or contracts with outside vendors. The Service Provider will determine the proper resource vehicle, and will provide all necessary administration of support and coordinate all activities with the Customer relating to any activity under this agreement.

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13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).
N/A

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Transaction (IGT) Guide.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

Termination effective date will be determined by the parties.

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA).

N/A

18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)

N/A

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

N/A

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

The Service Provider is responsible for providing and tracking (on a monthly basis) services ordered by the Customer in compliance with this agreement. In this capacity, the Service Provider will be responsible for deciding the proper vehicle(s) to be used in delivering the various services negotiated with the Customer within the terms of this agreement.

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21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

N/A

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Beth Killoran	Francis Roth
Title	Deputy Chief Information Officer	EPA Awarding Official
Telephone Number(s)	(202) 501-1000	(202) 564-5311
Fax Number		(202) 565-2467
Email Address	beth.killoran@gsa.gov	roth.francis@epa.gov
SIGNATURE		
Approval Date		